

MEMORANDUM FOR: Dr. Stevens, DE

Executive Registry

Approved For Release 2004/03/17 : CIA-RDP80M00165A001100110025-4

Please note Mr. Knoche's handwritten
comments on the attached EEO paper.

[Redacted]
[Redacted] O/DDCI

15 Feb 77

Date

FORM 5-75 101 USE PREVIOUS EDITIONS

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Executive Registry

77-313

27 JAN 1977

MEMORANDUM FOR: Acting Director of Central Intelligence *HK*FROM : Sayre Stevens
Deputy Director for IntelligenceSUBJECT : Additional Action Items Arising Out
of the 1978 Program Review

REFERENCE : Your memo, dtd 10 Aug 76, same subject

*EP-76-3181
Comp*

1. This memorandum responds to paragraph 4 of referenced memorandum which requests a quarterly status report on the Directorate's EEO Program.

The Hiring of Minority Citizens. A full-time EEO officer was appointed in September 1976. This officer will establish and monitor a Directorate-wide EEO program which addresses all aspects of EEO policies and activities, including recruitment, placement and counseling. Because the recruitment of Blacks and Hispanics is lagging, we are giving primary emphasis to the recruitment phase. For example, each office was asked to develop job and personnel requirements anticipated in 1977. From these emerged a clear picture of Directorate hiring needs for 1977. The EEO officer, working with individual components, developed inter-office recruiting teams which visited six campuses, in conjunction with the Office of Personnel. In the next quarter we expect our inter-office teams to recruit on 14 more campuses.

The DDI Executive Officer (our Minority Employment Coordinator) reviews all folders of minority applicants and discusses the promising ones directly with office heads. We have instituted this procedure to ensure that we do not overlook any minority candidates who could have a satisfactory career in this Directorate.

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[] The Directorate goal for FY 1977 is to enter on duty minority professionals, of which at least [] are Black and [] are Hispanics. While we have not EOD'ed any Blacks this quarter, we do have [] Blacks in process. There were [] Hispanic applicants in process at the end of the quarter.

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Why no one?

The Development of Female Professional Employees and Managers. A statistical profile of women professionals in the Directorate has been completed. This is the first step in an ongoing study of the promotion rate of women to senior levels. Conducting the study will be the DDI Working Group of the Federal Women's Program Board and the DDI EEO Officer. This is an effort to increase the involvement of those assigned EEO responsibility in the EEO program as suggested in the Agency's Equal Employment Opportunity Plan.

Specific examples of women advancing to "stepping stone" positions in this quarter include one OSR woman professional moving from Branch Chief to Deputy Division Chief. A woman in OPR served as Acting Staff Chief for an extended period of time. OSI designated a female employee as Chief, Intelligence Production Staff, a GS-15 position. She is the first female manager at the Division/Staff level in OSI. In the Operations Center the first permanent female Senior Duty Officer and the first permanent female Senior Watch Officer were appointed; three female Assistant Watch Officers advanced from press readers to special intelligence readers. OER promoted a woman to Chief of its Industrial Nations Division.

Good

In the development of our female managers, [] females above GS-12 enrolled in internal and external training courses during the first quarter of FY 1977. Career development-oriented training included courses such as Women: Developing Their Role in Management, Supervisory Skills, Management Seminar, Midcareer, Advanced Intelligence Seminar, Effective Briefing, Management Communication, and Problem Analysis and Decision Making.

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Status of Directorate Upward-Mobility Program. A panel of senior officers from each DDI office and staff reviewed and revised the 1976 Advancement Opportunities Program. Recommendations were received from the DDI Working Group of the Federal Women's Program Board; upward mobility programs of other Agency offices were studied. In November positions were selected to be advertised as Upward Mobility jobs, and in December a DDI notice was issued announcing the FY 1977 Advancement Opportunities Program; eight positions are involved.

Full Utilization of Skills and Talents. Career counseling is available to every DDI employee; the service was advertised by a DDI notice. As part of the recent reorganization, a full-time Directorate Career Development Officer has been appointed: to develop and monitor rotational assignments; to work with offices to establish adequate developmental programs in general analytical skills, multi-disciplinary analysis, management and leadership; and to develop additional means for encouraging and rewarding analytical excellence and recognizing accomplishments. We are also establishing a Directorate Assignments Board to select employees for rotational opportunities, to monitor progress while on detail, and to ensure an appropriate assignment upon completion of the detail. Also, to ensure the full utilization of skills, the files of those clericals not selected for the Advancement Opportunities Program will be reviewed and attempts will be made to place them in professional or semi-professional vacancies. In addition, a new clerical panel system will be announced soon. It provides for clerical panels in each major component and the ranking of clericals GS-06 and above. Component career panels will review the minutes of each clerical panel. I believe this will ensure that clericals are given a voice in upward mobility and career development. *Good*

Assessment of Managerial Performance in Human Resource Management. Managers in the Directorate are being made aware of the Directorate's commitment to equal employment opportunity, but assessing managerial performance in this is not a simple matter. When the Agency adopts the CSC regulations, and when the DCI-approved Human Resource Management-EEO rating procedure for present and potential managers and supervisors is implemented, as outlined in the Agency's FY 1977 Equal Employment Opportunity Plan, such assessment

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should be possible. As a prelude to the development of such a procedure, the DDI EEO Officer has asked the Director of EEO to publish preliminary guidelines in the form of a Headquarters notice.

2. I realize that most of the above actions reflect only that a program has been established and is being implemented. Our accomplishments and successes will be the subject of my next report when some of our actions will hopefully begin to show results.

Sayre Stevens

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